COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This publication implements Air Force Policy Directive (AFPD) 14-2, *Intelligence Rules and Procedures*, and is consistent with Air Force Instruction (AFI) 14-202 Volume 3, *General Rules and Procedures.* This publication establishes the minimum intelligence procedures standards for personnel performing intelligence duties to be used by all Air National Guard assigned or attached personnel in all Battle Control Center units. This publication requires the collection or maintenance of information protected by the Privacy Act of 1974. The applicable Privacy Act system notice is available online at **http://dpclo.defense.gov/Privacy.aspx**. This instruction implements Privacy Act Systems of Records Notice (SORN) F014 AF/A2FMA, Weaponizing Intelligence Combat Capability-Training Documentation System (WICC-TDS). The authority for maintenance of WICC-TDS is 10 U.S.C. 8013, Secretary of the Air Force; 10 U.S.C. 9832, Property Accountability; AFPD 14-2, *Intelligence Rules and Procedures;* AFI 14-202, Volume 1, *Intelligence Training*; Volume 2, Intelligence Standardization/Evaluation Program; and Volume 3, *General Intelligence Rules*; and E.O. 9397 (SSN). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at **https://www.my.af.mil/gcss-af61a/afrims/afrims**/. Restrictions expressed in an instruction can be made more, but not less, restrictive by supplement. The provisions of higher-level publications take precedence over lower-level publications. This policy document supports all Air Force Intelligence Training Transformation (IT2) efforts as mandated by Department of Defense (DoD) and other national policy directives.

Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Route AF Form 847s through the appropriate functional's chain of command.

Units may request waivers for tiered compliance items IAW AFI 33-360, *Publications and Forms Management*. National Guard Bureau (NGB)/A2 is the waiver authority for non-compliance items; these requests must be submitted through the chain-of-command to the publication OPR. In order for units to have time to prepare for compliance, this publication becomes effective 60 days after the publication date.

Chapter 1

INTRODUCTION

1.1. General.

1.1.1. Scope.   This volume outlines the procedures applicable to BCC intelligence operations. With the complementary references cited, this volume prescribes standard operational procedures to be used by all BCC intelligence personnel. These operational procedures are the minimum and can be supplemented by additional unit-level written guidance. Unit-level written guidance may expand these basic procedures, but in no case will they be less restrictive.

1.1.2. Office of Primary Responsibility.   AF/A2 delegates OPR for this instruction to National Guard Bureau A2 (NGB/A2).

1.1.3. References. The primary references for BCC intelligence operations are ANGI 14-2BCC, Volume 1, *BCC Unit Intelligence Training*, ANGI 14-2BCC, Volume 2, *BCC* Unit *Intelligence Evaluation Criteria*, AFI 13-1, Volume 1, *Battle Control Center (BCC) Training*, AFTTP 3-1.Threat Guide, *Threat Reference Guide and Countertactics Manual*, and this instruction.

1.1.4. Compliance. The senior intelligence officer (SIO) will ensure compliance with Air Force and Major Command (MAJCOM) directives and procedures as well as special notices in the Intelligence Read File (IRF).

1.2. Waivers. HQ NGB/A2 is the waiver authority for specific intelligence procedural requirements outlined in this instruction.   HQ NGB/A2 will courtesy copy AF/A2 and NGB/A3YG on all waiver correspondence.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Introduction. The SIO will ensure commanders, their staffs, aircrews, and other customers (e.g. Security Forces, AFOSI, Civil Engineers, etc) are provided the best available intelligence information and materials to enhance readiness, facilitate planning and execute assigned missions.   The SIO will verify all procedures are IAW AFI 14-202, Volume 3, *General Intelligence Rules*, AFI 14-2BCC Volumes 1 and 2, and this instruction.

2.2. SIO Responsibilities. The SIO is responsible for the planning and execution of BCC intelligence functions during all phases of operations. The SIO will:

2.2.1. Lead, organize, train, and equip intelligence personnel and functions to support the unit mission. (T-2)

2.2.2. Actively solicit feedback from the command staff to improve intelligence support. (T-3)

2.2.3. Ensure intelligence personnel are familiar with and prepared to carry out all required tasks in support of OPLANs, other directed Joint Strategic Capabilities Plan (JSCP) plans, Combatant Command (COCOM) plans in which BCC forces are allocated via Prepare To Deploy Orders (PTDOs), and service supporting plans. (T-1)

2.2.4. Ensure that applicable intelligence requirements in AFI 13-1, Volume 1, *BCC Training*, are accomplished.

2.2.5. Execute 24/7/365 intelligence functions ISO the Battle Staff, sector operations floor, and other requirements as listed in NORAD Instruction (NI) 10-19, AFI 13-1BCC, the BCC Enabling Concept, and other applicable guidance

2.3. Written Guidance. The SIO will maintain written guidance in order to standardize performance and provide continuity during peacetime and contingency operations with regard to procedures and responsibilities. (T-1)

2.3.1. Coordinate procedures with other base-level agencies, as appropriate. Procedures will be approved at the wing/group level when necessary. (T-3)

2.3.2. Review all written guidance annually and update when procedures change. (T-3)

2.3.3. Provide current written guidance for the following activities: (T-2)

2.3.3.1. General organization and responsibilities of the intelligence section.

2.3.3.2. Intelligence personnel training program.

2.3.3.3. Unit intelligence standardization/evaluation program.

2.3.3.4. Intelligence support to mission planning.

2.3.3.5. Self-assessment procedures.

2.3.3.5.1. Self-assessments will be conducted on an annual basis. Assessments will detail deficiencies and recommend corrective actions. The SIO will track corrective actions through resolution.

2.3.3.5.2. Unit-tailored checklists, based on MAJCOM inspection directives, can be used to conduct self-assessments.

2.3.3.6. Exercise development and conduct.

2.3.3.7. Emergency protection and destruction of classified materials.

2.3.3.7.1. Communications Security (COMSEC) is handled only by appointed COMSEC authorities. Ensure their procedures are either captured or referenced within unit written guidance.

2.3.3.7.2. At a minimum, delineate authorized destruction methods for different types of classified material.

2.3.3.8. Intelligence Oversight program.

2.3.3.9. Situation map displays (checklists at a minimum).

2.3.3.10. Intelligence systems.

2.3.3.11. Compliance with the Foreign Disclosure Program.

2.3.3.12. Ordering and maintaining geospatial information & services (GI&S) products.

2.3.3.13. Intelligence library procedures.

2.3.3.14. Requests for Information (RFIs) and Production Requirements (PRs) procedures.

2.3.3.15. Emergency action procedures.

2.3.3.16. Intelligence Awards Program.

2.4. Automated Intelligence Systems. Intelligence personnel must be trained and proficient on all available AF Intelligence, Surveillance and Reconnaissance (ISR) automated intelligence systems of record and procedures necessary to accomplish mission tasking. The SIO will ensure the unit is equipped with all automated intelligence systems required to support operations. Develop an inventory to track systems in-garrison. (T-2)

Chapter 3

EMPLOYMENT AND SUSTAINMENT OPERATIONS

3.1. Intelligence Operations during Employment and Sustainment Operations. The SIO is responsible for intelligence functions in the employment and sustainment phase of operations.

3.2. Situation Displays. The SIO will develop quality control procedures to ensure standardization and accuracy of situation and order- of battle (OB) displays. Units will use MIL STD 2525C, *Common Warfighting Symbology*, US Army Field Manual/US Marine Corps Reference Publication, FM 1-02/MCRP 5-12A, *Operational Terms and Graphics*, for developing OB symbology as applicable to the unit mission. When no standard symbol exists for a unit, activity or installation, one should be created and its meaning defined in the legend. (T-2)

3.2.1. Unit Situation/OB displays will be standardized and include, as applicable to mission requirements:

3.2.1.1. Major elements of friendly forces.

3.2.1.1.1. Location of friendly airfields and alternate recovery locations.

3.2.1.1.2. Location of combat air patrols (CAP).

3.2.1.1.3. Location of Early warning (EW) sites.

3.2.1.2. Major elements of adversary activity.

3.2.1.2.1. Air order of battle (AOB).

3.2.1.2.2. Electronic order of battle (EOB).

3.2.1.2.3. Adversary Naval order of battle (NOB) (if applicable).

3.2.1.2.4. Location of adversary airfields.

3.2.1.2.5. Any confirmed enemy air tracks

3.2.1.3. Area of operations.

3.2.1.4. Downed aircrew locations.

3.2.1.5. Legend depicting all symbols and associated captions.

3.2.1.6. Classification and downgrading data.

3.2.1.7. Current As Of (CAO) date-time-group (DTG).

3.2.2. Supplement and update the situation displays and OB as intelligence becomes available. Develop and implement written procedures for purging outdated data.

3.3. Mission Planning.

3.3.1. Intelligence personnel will participate IAW local directives in developing mission profiles, supplying material and information to execute missions and satisfying tasking orders. Unit SIOs will ensure intelligence personnel participating in Mission Planning are current and qualified and have the experience necessary to accomplish the duties successfully. Support will include the following, as appropriate: (T-2)

3.3.1.1. Extract data from the appropriate tasking documents (e.g. air tasking order [ATO], airspace control order [ACO], Special Instructions (SPINS), etc.) or other tasking that initiates the mission planning process.

3.3.1.2. Ensure intelligence personnel assigned to mission planning functions understand their responsibilities concerning Laws of Armed Conflict (LOAC) and Intelligence Oversight.

3.4. Information Flow. Each work center will:

3.4.1. Utilize an events log to document events, questions, issues, briefing times, systems status, etc., to ensure positive communication among all personnel. Track incoming and outgoing information and reports. (T-3)

3.4.2. Rapidly analyze and disseminate significant and critical intelligence to appropriate work centers. (T-1)

3.4.3. Establish procedures to track incoming and outgoing information and reports. (T-2)

3.4.4. Ensure changeover briefings are conducted IAW guidelines in Attachment 2. (T-3)

3.4.5. Submit RFIs IAW theater RFI procedures. (T-3)

3.4.6. Submit intelligence summaries and reports IAW theater reporting directives. (T-2)

3.5. Briefing Support.

3.5.1. Intelligence briefings will support mission objectives, incorporate up-to-date intelligence and force protection information tailored to the audience and IAW with MAJCOM, COCOM, and other directives. (T-2)

3.5.2. Provide commanders and staff a situation briefing as required. (T-3)

3.5.3. Provide intelligence personnel and augmentees a situation briefing/update at shift changeover. (T-3)

3.5.4. Briefings will comply with the minimum requirements as listed in **Attachment 2** of this instruction. Local procedures or checklists may be developed to supplement these requirements.

3.6. Reporting.

3.6.1. Follow established NGB, NORAD and COCOM/theater procedures for intelligence report composition, quality control and dissemination. (T-2)

3.6.2. Quality control all reports prior to submission. Check that all required fields are completed and significant events are fully explained in the amplification sections. (T-3)

3.6.3. In the event there is no OPLAN/theater guidance, standard US Message Text Format (USMTF) will be used for all reports. (T-2)

<div style="text-align: right;">

STANLEY E. CLARKE III, Lieutenant General, USAF
Director, Air National Guard

</div>

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 14-202, Volume 1*, Intelligence Training*, 10 March 2008

AFI 14-202, Volume 2, *Intelligence Standardization/Evaluation Program*, 10 March 2008

AFI 14-202, Volume 3, *General Intelligence Rules*, 10 March 2008

AFI 33-360, *Publications and Forms Management*, 25 September 2013

AFI 36-2201, *Air Force Training Program,* 15 September 2010

AFPD 14-2*, Intelligence Rules and Procedures,* 29 November 2007

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AF Form 4349, *Record of Intelligence Evaluation*, 10 March 2008

AF Form 4350, *Certificate of Intelligence Qualification*, 10 March 2008

AF Form 4381, *Intelligence Gradesheet*, 10 March 2008

Abbreviations and Acronyms

ACA—Aerospace Control Alert

ACF—Analysis, Correlation and Fusion

ACO—Airspace Control Order

ADS—Air Defense Sector

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

ALCM—air launched cruise missile

AOB—Air Order of Battle

AOR—Area of Responsibility

ATO—Air Tasking Order

AO—Current as Of

BCC—Battle Control Center

CAO—Current as of

CAP—Combat Air Patrol

COA—Course of Action

COCOM—Combatant Command

COMSEC—Communications Security

CONR—Continental United States North American Aerospace Defense Command Region

DAPT—Defense Air Patrol Team

DEFCON—Defense Readiness Condition

DHS—Department of Homeland Security

DMA—Dangerous Military Activities

DoD—Department of Defense

DTG—Date Time Group

EOB—Electronic Order of Battle

EPAT—Earliest Probable Arrival Time

EW—Early Warning

FPCON—Force Protection Conditions

GI&S—Geospatial Information and Services

HAZMAT—Hazardous Materials

IRF—Intelligence Read File

ISR—Intelligence, Surveillance and Reconnaissance

IT2—Intelligence Training Transformation

JSCP—Joint Strategic Capabilities Plan

LOAC—Law of Armed Conflict

LRDT—Long Range Defense Team

MAJCOM—Major Command

MCC—Mission Crew Commander

N-NC—NORAD-NORTHCOM

NBC—Nuclear, Biological and Chemical

NGB—National Guard Bureau

NOB—Naval Order of Battle

NSSE—National Special Security Event

OB—Order of Battle

OPR—Office of Primary Responsibility

POC—Point of Contact

POTUS—President of the US

PR—Production Requirements

PTDO—Prepare To Deploy Orders

QRG—Quick Reaction Guides

RDS—Records Disposition Schedule

RFI—Request for Information

SCIF—Sensitive Compartmented Information Facility

SF—Security Force

SIO—Senior Intelligence Officer

SPINS—Special Instructions

TOI—Track of Interest

TWG—Threat Working Group

USMTF—US Message Text Format

VOI—Vessels of Interest

WICC-TDS—Weaponizing Intelligence Combat Capability-Training Documentation System

Attachment 2

UNIT CHECKLISTS

A2.1. Units may tailor checklists to meet mission requirements as long as the following minimum standards are met.

A2.1.1. Overall Table of Contents

A2.2. Intel Operations

A2.2.1. Sensitive Compartmented Information Facility (SCIF) Open / Close

A2.2.2. Positional Changeover

A2.2.3. Events Log

A2.2.4. Current Intel Brief / Initial Situation Brief

A2.2.5. Track of Interest (TOI)

A2.2.6. Intel Support to Force Protection &Force Protection Conditions (FPCON) Change

A2.2.7. Defense Readiness Condition (DEFCON) Change

A2.2.8. Earliest Probable Arrival Time (EPAT)

A2.2.9. Situation Displays

A2.2.10. Dangerous Military Activity

A2.2.11. Defector

A2.2.12. Missile Event

A2.2.13. Information Systems

A2.2.14. Alternate Communications

A2.2.15. Autonomous Operations

A2.2.16. Expansion

A2.2.17. Building Evacuation

A2.3. Mission Planning

A2.3.1. Long Range Defense Team (LRDT) or Defense Air Patrol Team (DAPT) Mission Planning

A2.3.2. President of the US (POTUS) Mission Planning

Table A2.1. SCIF Open/Close.

INTELLIGENCE CHECKLIST		PAGE 1 OF 1			
SCIF Open/Close		OPR	Date		
Number	Item			Yes	No	N/A

| Each Sector will create a local checklist that will include, at a minimum, local procedures for the following items:

  1. Contact info of local Response Forces if there is a malfunction
  2. Procedures opening/closing the vault door/day door
  3. Procedures for arming/disarming the alarm panel
  4. Documentation procedures (i.e. Activity Security Checklist, Security Forces (SF) Forms, etc.) | | | |

Table A2.2. Positional Changeover.

INTELLIGENCE CHECKLIST	PAGE 1 OF 1			
POSITIONAL CHANGEOVER	OPR	Date		
Number	Item	Yes	No	N/A

Each Sector will create a local checklist that will include, at a minimum, local procedures for the following items:
 	
Mandatory changeover items to cover:
  1. Current Intel Brief
  2. Changes to Conditions (FP, DEF, INFO, etc)
  3. Review of Events Log
  4. Equipment Issues and Alt Comms Plan
  5. Procedural Changes
  6. Lessons Learned
  7. Admin Items				

Table A2.3. Events Log.

INTELLIGENCE CHECKLIST	PAGE 1 OF 1			
Events Log	OPR	Date		
Number	Item	Yes	No	N/A
Each Sector will create a local checklist that will include, at a minimum, local procedures for the following items: 1. Where the event log is located 2. Format for the log 3. Types of items to include (ex: procedural changes, active air events, equipment issues, etc.) 4. Save procedures				

Table A2.4. Current Intel Brief / Initial Situation Brief.

INTELLIGENCE CHECKLIST		PAGE 1 OF 1			
Current Intel Brief / Initial Situation Brief		OPR	Date		
Number	Item		Yes	No	N/A
Each Sector will create a local checklist that will include, at a minimum, local procedures for the following items: 1. Where the briefing shell is located 2. When and where the briefing is presented 3. How to ensure it is displayed properly 4. List of sources 5. List of mandatory items to cover (ex: EPATs, readfile items, threat assessment changes, Vessels of Interest (VOIs), etc.) 6. Classification Review					

Table A2.5. Track of Interest (TOI).

INTELLIGENCE CHECKLIST		PAGE 1 OF 1			
TOI		OPR	Date		
Number	Item		Yes	No	N/A
Each Sector will create a local checklist that will include, at a minimum, local procedures for the following items: 1. Procedures to build Situational Awareness (ex: TOI data to collect, potential data sources, etc) 2. Procedures for developing potential adversary Course of Action (COAs) (based upon threat type) 3. Event Reporting Procedures (ex: communication tools and Points of Contact (POCs))					

Table A2.6. Intelligence Support to Force Protection and FPCON Changes.

INTELLIGENCE CHECKLIST		PAGE 1 OF 1		
Intelligence Support to Force Protection and FPCON Changes	OPR	Date		
Number	Item	Yes	No	N/A
Each Sector will create a local checklist that will include, at a minimum, local procedures for the following items: 1. Procedures for handling intelligence reporting that could drive a change to the local FPCON 2. List of FP POCs 3. Location and reporting instructions for local Threat Working Group (TWG) 4. Foreign Disclosure and tear line procedures (if applicable)				

Table A2.7. DEFCON Change.

INTELLIGENCE CHECKLIST		PAGE 1 OF 1		
DEFCON Change	OPR	Date		
Number	Item	Yes	No	N/A
Each Sector will create a local checklist that will include, at a minimum, local procedures for the following items: 1. Procedures and POCs for determining the reason for the DEFCON change 2. Update Current Intelligence Brief 3. Notification procedures for Aerospace Control Alert (ACA) Intel personnel and sector leadership 4. References to other applicable checklists as applicable 5. Consider recalling all Intelligence personnel for 24/7 operations if applicable				

Table A2.8. Earliest Probable Arrival Time (EPAT).

INTELLIGENCE CHECKLIST	PAGE 1 OF 1

Earliest Probable Arrival Time (EPAT)		OPR	Date		
Number	Item		Yes	No	N/A
Each Sector will create a local checklist that will include, at a minimum, local procedures for the following items: 1. Determine the type of threat (ex: Bomber, Hijack, air launched cruise missile (ALCM), etc) 2. Procedures for determining the last known location, heading, speed, altitude, etc 3. Procedures for choosing an Early Warning Point 4. Procedures for calculating the EPAT 5. Reporting procedures IAW NI 10-19 and USAF directives 6. References to other applicable checklists					

Table A2.9. Situation Displays.

INTELLIGENCE CHECKLIST		PAGE 1 OF 1			
Situation Displays		OPR	Date		
Number	Item		Yes	No	N/A
Each Sector will create a local checklist that will include, at a minimum, local procedures for the following items: 1. Where to hang charts that are relevant to Area of Responsibility (AOR) and mission 2. Procedures for plotting on hard copy charts using applicable order of battle in accordance with MIL-STD 2525 OB displays 3. Procedures for plotting electronically on applicable mission systems 4. Classify situational display as appropriate					

Table A2.10. Dangerous Military Activities (DMA).

INTELLIGENCE CHECKLIST		PAGE 1 OF 1			
Dangerous Military Activities (DMA)		OPR	Date		
Number	Item		Yes	No	N/A

Each Sector will create a local checklist that will include, at a minimum, local procedures for the following items: 1. Procedures to build Situational Awareness (ex: TOI data to collect, potential data sources, etc) 2. Procedures for developing potential adversary COAs 3. Event Reporting Procedures (ex: communication tools and POCs) 4. References to other applicable checklists			

Table A2.11. Defector.

INTELLIGENCE CHECKLIST		PAGE 1 OF 1		
Defector		OPR	Date	
Number	Item	Yes	No	N/A
Each Sector will create a local checklist that will include, at a minimum, local procedures for the following items: 1. Procedures to build Situational Awareness (ex: data to collect, potential data sources, etc) 2. Procedures for developing potential adversary COAs 3. Event Reporting Procedures (ex: communication tools and POCs) 4. Contact OSI to pass along any PIRs for the debrief 5. Obtain debrief results				

Table A2.12. Missile Event.

INTELLIGENCE CHECKLIST		PAGE 1 OF 1		
Missile Event		OPR	Date	
Number	Item	Yes	No	N/A
Each Sector will create a local checklist that will include, at a minimum, local procedures for the following items: 1. Procedures and information systems to build Situational Awareness (ex: data to collect, potential data sources, etc) 2. Event Reporting Procedures (ex: communication tools and POCs) 3. If Flush is required, notification procedures for ACA Intel personnel				

Table A2.13. Information Systems.

INTELLIGENCE CHECKLIST		PAGE 1 OF 1		
Information Systems		OPR	Date	
Number	Item	Yes	No	N/A

| Each Sector will create a local checklist with basic procedures for each information system tool employed at their duty station (ex: BCS-F, N-GCCS, mIRC, etc). These checklists should include at the minimum these following items:

1. Procedures for logging on (ex: usernames, passwords, etc.)
2. Local Standard Operating Procedures for each information system (ex: chat format, Quick Reaction Guides (QRGs), etc.)
3. Classification procedures
4. Troubleshooting procedures
5. Refer to Alt Comms checklist if necessary | | | |

Table A2.14. Alternate Communications.

INTELLIGENCE CHECKLIST		PAGE 1 OF 1			
Alternate Communications		OPR	Date		
Number	Item			Yes	No	N/A
Each Sector will create a local checklist that will include, at a minimum, local procedures for the following items: 1. A list of the networks and tools employed at the duty position and an alternate method for each 2. A reminder to ensure alternate comm method does not exceed the level of security authorized.					

Table A2.15. Autonomous Operations.

INTELLIGENCE CHECKLIST		PAGE 1 OF 1			
Autonomous Operations Checklist		OPR	Date		
Number	Item			Yes	No	N/A
Each Sector will create a local checklist that will include, at a minimum, local procedures for the following items: 1. Determine which communications methods are still operational 2. Determine the status of NORAD-NORTHCOM(N-NC), Continental United States North American Aerospace Defense Command Region (CONR), other Sector, and ACA sites 3. Continue to provide threat updates as able 4. Coordinate with Nuclear, Biological and Chemical (NBC) Cell or local authorities Hazardous Materials (HAZMAT) teams.					

Table A2.16. Expansion Checklist.

INTELLIGENCE CHECKLIST	PAGE 1 OF 1

Expansion Checklist		OPR	Date		

INTELLIGENCE CHECKLIST		PAGE 1 OF 1			
Expansion Checklist		OPR	Date		
Number	Item		Yes	No	N/A
Each Sector will create a local checklist that will include, at a minimum, local procedures for the following items: 1. Make every effort to contact the opposite Sector 2. Pass along/receive current threat picture 3. Pass along/receive the nature of the outage and estimated time of recovery 4. Contact HHQ and ACA units informing them of the expansion (or command post can do this) 5. Consider recalling additional intelligence personnel if necessary 6. Adjust situational displays to include opposite Sector 7. Modify Current Intel Brief to include threats					
Number	Item		Yes	No	N/A
Each Sector will create a local checklist that will include, at a minimum, local procedures for the following items: 1. Make every effort to contact the opposite Sector 2. Pass along/receive current threat picture 3. Pass along/receive the nature of the outage and estimated time of recovery 4. Contact HHQ and ACA units informing them of the expansion (or command post can do this) 5. Consider recalling additional intelligence personnel if necessary 6. Adjust situational displays to include opposite Sector 7. Modify Current Intel Brief to include threats					

Table A2.17. Building Evacuation.

INTELLIGENCE CHECKLIST		PAGE 1 OF 1			
Building Evacuation		OPR	Date		
Number	Item		Yes	No	N/A
Each Sector will create a local checklist that will include, at a minimum, local procedures for the following items: 1. Follow directions of Mission Crew Commander (MCC) or as delegated 2. Time permitting, notify opposite Sector and HHQ 3. Secure SCIF door 4. Assemble at Rally Point 5. Account for all personnel 6. Once readmitted, reestablish set-up at duty position					

Table A2.18. Long Range Defense Team (LRDT) or Defense Air Patrol Team (DAPT) Mission Planning.

INTELLIGENCE CHECKLIST		PAGE 1 OF 1			
LONG RANGE DEFENSE TEAM (LRDT) or DEFENSE AIR PATROL TEAM (DAPT) PLANNING		OPR	Date		
Number	Item		Yes	No	N/A
Each Sector will create a local checklist that will include, at a minimum, local procedures for the following items: 1. Provide continuous updates on current threat type, locations, and EPAT(s) to targets 2. Provide potential adversary COA(s) 3. Answer/submit RFIs as required 4. Provide expertise on adversary capabilities					

Table A2.19. POTUS Movement Planning.

INTELLIGENCE CHECKLIST		PAGE 1 OF 1			
POTUS MOVEMENT PLANNING		OPR	Date		
Number	Item		Yes	No	N/A

Each Sector will create a local checklist that will include, at a minimum, local procedures for the following items: 1. Review and brief National Special Security Event (NSSE) threat assessment provided by Department of Homeland Security (DHS), N-NC J2, AFNORTH, etc. 2. Provide threat reporting for POTUS movement locations 3. Provide geospatial products as required 4. Answer/submit RFIs as required			